

## **Information Technology Investment Standards**

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### **Introduction**

These standards specify requirements for investments in information technology (IT) resources and reflect the portfolio management emphasis on coordinating investments and projects in the context of an agency’s business plan. They are not exhaustive. Questions should be directed to an agency’s assigned DIS Senior Technology Management Consultant.

### **Statutory Authority**

The provisions of RCW 43.105.041 detail the powers and duties of the ISB, including the authority to develop statewide or interagency information services and technical policies, standards and procedures.

### **Scope**

This policy applies to all executive and judicial branch agencies and educational institutions, as provided by law, that operate, manage, or use IT services or equipment to support critical state business functions.

Acquisitions conducted within delegated authority must comply with the requirements in these Investment Standards, as well as those of the IT Investment Policy. The planning and policy component of the Department of Information Services (DIS) is staff to the ISB and the contact point for investment issues.

If ISB or DIS approval is required, it must be obtained before conducting the acquisitions and before releasing any formal solicitation document. If the solicitation results in investment cost and/or risk assessment higher than the approval authority level already obtained, the investment must receive the appropriate approvals for the revised investment cost and/or risk assessment before moving forward.

### **Exemptions**

1. The ISB reserves the right to exempt enterprise-wide or emerging technologies from an agency's delegated authority until policies and standards regarding these technologies are adopted. Any of these investments may require ISB or DIS review and/or approval even if the cost is within an agency director's delegated authority. Among these exemptions are mainframe computers, new wide area networks (WANS), human resources applications such as payroll or training systems, electronic payment methods, digital signature or public key infrastructure (PKI) technologies and services, and encryption technologies or services (except for commonly available commercial off-the-shelf session-related functions in web browsers and similar client software). Also exempted are systems that compete with or are to be used in place of systems that serve state-wide functions such as the Office of Financial Management's AFRS system of financial management and the Department of Personnel's data warehouse. If an agency is considering investing in any of these technologies, it should contact its DIS Senior Technology Management Consultant.
2. Agencies are delegated authority without limitation to acquire information technology process control equipment. Examples of such equipment are traffic, bridge, heating, cooling, laboratory equipment, water level monitors and controllers, and the like.
3. Agencies are delegated authority without limitation to acquire IT resources to restore levels of operation following an emergency or a disaster such as a fire, flood, earthquake, vandalism, or theft. This authority is only for the purchase of resources necessary to restore operations or replace inoperative equipment with similar equipment.
4. Higher education institutions are delegated authority without limitation to acquire IT resources for academic and research applications.
5. All video telecommunications purchases require an acquisition plan to be submitted to DIS.

## **Standards**

### ***Approvals***

ISB approval is required under one or more of the following circumstances:

- The investment was placed under ISB oversight by legislative proviso.
- The ISB places the investment under its oversight.
- The investment is an academic strategic partnership for a business or administrative application.
- The investment was rated oversight level 3.

ISB approval may be required under one or more of the following circumstances:

- The investment cost exceeds the agency director's delegated authority. In these situations, an agency must contact its assigned DIS Senior Technology Management Consultant.
- The investment is exempted from delegated authority. In these situations, an agency must contact its assigned DIS Senior Technology Management Consultant.
- A level 3 investment conducting a separate acquisition for a high severity or high risk component not previously approved by the ISB.
- The cost or scope of an investment or investment component substantially changes after initial ISB approval.
- DIS recommends ISB oversight of a level 2 investment.

DIS approval is required under one or more of the following circumstances:

- The investment cost is more than the agency director's delegated authority.
- The acquisition process to be used is a Technology Assessment.
- The investment was rated oversight level 2.
- The investment is exempted from delegated authority, even if the investment is within an agency director's delegated authority.
- The investment is a private sector strategic partnership.
- The investment is in video telecommunications.

DIS approval may be required under one or more of the following circumstances:

- A level 2 investment conducting a separate acquisition for a high severity or high risk component not previously approved by DIS.
- The cost or scope of an investment or investment component substantially changes after initial DIS approval.

ISB or DIS approval may be required even if the investment cost is within the agency director's delegated authority if at least one of the following applies:

- The investment does not follow established policies on technical standards.

- The investment is not consistent with the agency's IT portfolio regarding hardware platform, operating systems, applications software or networks.
- The investment is a first mainframe or a redundant wide area network (WAN).
- The investment is a system that competes with or is to be used in place of a system that serves a state-wide function, such as the Office of Financial Management's AFRS financial management system and the Department of Personnel's data warehouse. The ISB reserves the right to exempt other technologies that are enterprise-wide.
- The investment includes digital signature hardware or software, certificates or Certification Authority services used to create digital signatures pursuant to RCW 19.34.
- The investment is encryption hardware, software or services, except for commonly available commercial off-the-shelf session-related functions in Web browsers and similar client software.
- The investment is PKI technology, credit card engines, or merchant bank card services.

If an agency is considering an investment in any of these technologies, it should contact its DIS Senior Technology Management Consultant. The ISB reserves the right to exempt other emerging technologies.

### ***Feasibility Studies***

Level 3 investments require completion and submission of a feasibility study to DIS. To determine if a feasibility study is required for a Level 2 investment, an agency should contact its assigned DIS Senior Technology Management Consultant. Feasibility study requirements are detailed in the "Feasibility Study Guidelines for Information Technology Projects Investments" at <http://www.dis.wa.gov/portfolio/word/feasibilitystudyguidelines.doc>.

### ***Investment Plans***

To obtain ISB or DIS approval, an agency must submit an investment plan to DIS. If an investment requires ISB approval, the investment plan will be presented to the ISB. In addition to the plan, agencies may provide other documentation that contains the required information and will become the basis of the approval recommendation. The required information includes:

- A. A completed investment approval request form, available in Appendix B.
- B. Purpose of the planned investment
  1. Description of the business problem to be solved or opportunity to be gained.
  2. Description of background information and objectives.
- C. Business justification
  1. Explanation of how the investment relates to the agency's IT portfolio and how it supports the agency business plan.

- a. Explanation of how the investment relates to the state's technology infrastructure.
    - b. Description of alternatives considered.
    - c. Selected alternative and rationale for that selection (this information may be provided in a decision matrix format).
  2. Risk
    - a. A risk assessment using the severity and risk criteria in Appendix C and risk mitigation plans.
    - b. Description of quality assurance process.
    - c. Explanation of how the investment conforms to the technical policies and standards of the ISB, DIS, and the acquiring agency.
  3. Costs and Benefits
    - a. Description of existing agency IT resources to be used, including internal agency staff.
    - b. Description of IT resource(s) to be acquired, including internal agency resources.
    - c. Provision of Cost-Benefit Analysis (CBA) from the feasibility study, if a feasibility study is required. As more current financial data become available, they should be used to update the CBA.
    - d. Estimated investment cost, as well as system life cycle costs for five years or the expected life of the resource, whichever is shorter. Investment costs include the development and implementation costs required to make an IT resource/project fully operational. Investment cost includes all purchases, lease or finance costs, including all costs for hardware, software, networking and telecommunications equipment, installation, training, personal and purchased services, internal agency resources, and all applicable taxes.
    - e. If the investment will be leased, explanation of the financing and refurbishment plan.
- D. Acquisition Process/Approach
1. Description of acquisition method to be used, including the rationale for its selection, and a list of companies to receive the solicitation document, if known.
  2. Acquisition and investment implementation schedules.

### ***Preparation for Acquisition***

Agencies are encouraged to conduct adequate research prior to releasing solicitations. The following methods allow agencies to discover and evaluate technologies. These should be used when an agency has a general idea of the resource(s) it will need but is still in only a planning or discovery stage. The results of the research may be used to prepare a solicitation.

### **Request for Information**

A Request for Information (RFI) is used as a means of technical discovery and to gather information about the degree of competition or resource availability.

**Academic Strategic Partnerships**

Higher education institutions may enter into strategic partnerships. Many of these partnerships involve special pricing or products that are made available only to educational institutions. The provisions of the IT Investment Policy and these IT Investment Standards do not apply to strategic partnerships for academic and research applications, but they do apply to strategic partnerships for business and administrative applications. Strategic partnerships for business and administrative applications require the approval of the ISB or its designated subcommittee. ISB approval is required irrespective of the institution's delegated authority.

**Private Sector Strategic Partnerships**

A private sector strategic partnership addresses the issue of rapidly evolving technology by allowing agencies to explore emerging, innovative technology in small-scale applications that can be monitored and evaluated. The standards for these partnerships are broad in order to permit consideration of a wide range of applications. There is no dollar limit on the value of a partnership, nor is there a limit on the type of IT that can be used. The technology does not even have to be new to the market; it may merely be new to the agency that wishes to acquire and evaluate it. Note that if the anticipated partnership primarily involves the use of personal services, it must comply with OFM policy regarding personal services.

The agency should define the expected duration, respective roles and responsibilities, and expected outcomes of a private sector strategic partnership. The duration of the partnership should be negotiated among the participants and should be one year or less.

While there is no requirement to release a competitive solicitation, the agency should openly advertise its interest in a private sector strategic partnership and develop a structured, documented process to evaluate and select its partner(s). Contributions or resources from the private sector participants should at least equal the state's contribution. The state's contribution (e.g., funding, staff resources, facilities) should be leveraged against the contributions of the private sector participants.

The state should clearly be under no obligation to continue employing the demonstrated technology beyond the duration of the partnership. The agreement should be defined to ensure that agency program objectives will not be jeopardized as the result of either early termination or scheduled completion of the partnership. Some partnerships may involve rights to intellectual property or software developed during the course of the partnership. Some partners may seek exclusive rights to market these applications or attempt to limit the state's use of information gathered during the partnership. But the purpose of the partnership is for the agency to gain knowledge, including knowledge that could be used to structure future competitive acquisitions based upon the partnership's results. Thus, it is very strongly recommended that the agency draft and/or review any such contractual language with the Attorney General's office. This is



especially critical in cases where state funds have been expended to develop intellectual property and/or software.

The following specific restrictions apply to private sector partnerships:

- The goods and services “acquired” must be primarily used for gaining knowledge about a particular technology.
- The agency should conduct a reasonable process for selecting partners. More than one partner could be selected which might then allow competing solutions to be evaluated.
- DIS approval must be obtained before an agency may enter into a private sector strategic partnership. This approval must be obtained regardless of the estimated cost of the project or the agency’s delegated authority.
- If the agency chooses to acquire a full-scale solution beyond the original scope of the partnership, it must conduct an open and competitive solicitation to select the solution. The results of the partnership may be used to define the agency’s requirements.

To ensure prompt response to an investment request, agencies should involve their DIS Senior Technology Consultant early in the development of the request. If a proposed investment will require ISB approval and a feasibility study is required, both the feasibility study and the investment plan should be submitted to DIS at least six weeks before the ISB meeting. Investment plans that require DIS approval should be submitted two weeks before the DIS approval is needed.

### ***Acquisition Methods***

IT resources may be acquired through several methods: by conducting competitive solicitations such as Requests for Proposals (RFP), Requests for Quotation (RFQ), or Requests for Quotation and Qualification (RFQQ); by using Master Contracts; by using solicitations by state agencies authorizing follow-on use; through the sole source method; through technology brokering and leasing done by DIS; or by interagency transfer.

### **Competitive Solicitations**

The requirements for competitive solicitations are listed in the chart provided in Appendix A. These requirements apply to all forms of competitive solicitations; the estimated acquisition cost determines which requirements must be met.

- A Request for Proposal is used to solicit proposed solutions to a set of functional requirements and/or technical specifications and often includes the acquisition of both goods and services.
- A Technology Assessment is an acquisition process that uses a multi-stage RFP method to qualify vendors and provides for an interaction period prior to final proposal evaluation.
- A Request for Quotation is used to solicit specific price quotes.

- A Request for Quotation and Qualification is used to solicit specific price quotes and determine the qualifications of a vendor to deliver goods and services.

Contract terms and conditions must be included in solicitation documents if indicated on the competitive solicitation requirements chart, attached as Appendix A. In these cases, agencies must use the Model Contracts (also called “Model Terms and Conditions” or “Model Ts and Cs”) listed in Appendix D as well as other terms and conditions appropriate to the specific type of contract. Additional contract clauses must have approval as to form from an agency’s Assistant Attorney General.

### **Existing Contracts**

The Interlocal Cooperation Act, chapter 39.34 RCW, allows joint or cooperative actions by public agencies from the same or from different levels of government. State agencies may use it to acquire IT resources through DIS’s Master Contracts or through another public agency’s solicitation authorizing follow-on use if all of the following requirements are met:

- All parties sign an Interlocal Cooperative agreement;
- All other required provisions of the Interlocal Cooperative Act are followed;
- An approved acquisition method documented in these Standards section was used for the establishing agency’s IT acquisition;
- The acquiring agency obtains any necessary approvals described in these Standards;
- The contract allows other public agencies to purchase from it; and
- For contracts that have a specific quantity or dollar limit, the amount or value of the goods or services to be acquired by the agency does not cause the cumulative acquisitions under the contract to exceed the total quantity or total dollar amount of the contract.

### **Master Contracts**

Master Contracts allow an agency to acquire IT resources without having to conduct its own competitive solicitation, although the acquiring agencies must still obtain any necessary approvals described in these Standards. Per the provisions of RCW 43.105.052(2)(d), Master Contracts may be established only by DIS, but they may be used by any agency that has a Customer Service Agreement with DIS under the Interlocal Cooperation Act, chapter 39.34 RCW. Local governments may utilize DIS Master Contracts if their contracting regulations allow.

### **Solicitations Authorizing Follow-on Use**

In some situations, state agencies may acquire IT resources under an acquisition that was competitively solicited by another public agency. Because the use of solicitations authorizing follow-on use is in contravention to the preference for competitive solicitations, agencies desiring to use them must adhere to strict guidelines. A state agency may use a solicitation authorizing follow-on use to acquire IT resources if all of the following conditions are met:



- The solicitation document authorizes follow-on use by other agencies;
- The follow-on agency submits an investment plan and obtains necessary approval for the acquisition as described in these Standards;
- The follow-on agency uses the same requirements as those contained in the original agency's solicitation document;
- The follow-on agency ensures that the original agency used an approved acquisition method;
- The follow-on agency enters into its own contract with the successful vendor(s) under the same terms and conditions, including equal or better pricing arrangements, as the original solicitation document, except for time-related items such as delivery and installation dates. Follow-on agreements must have the same termination date as the original agency's agreement. If the original contract does not specify a termination date, the maximum time permitted for follow-on contracts is two years from the date of the original agency's contract execution; and
- The follow-on agency follows the advice and directives of its Assistant Attorney General.

A vendor that is party to a contract authorizing follow-on use must submit to the agency all advertising, sales promotion, and other publicity materials in which the agency's name is mentioned or from which the agency's identity can be inferred or implied. The agency must give written approval for all such materials before the vendor can use them.

The language authorizing follow-on use in either a solicitation document or a contract does not guarantee that the successful vendor(s) will be awarded additional contracts from any other state agency.

### **Sole Source Acquisition**

ISB policy favors fair and open competition. However, on those rare occasions when competition is technologically or financially prohibitive, sole source acquisition may be considered. The existence of only one supplier does not, alone, provide sufficient basis for using the sole source method because it may be possible to restructure functional requirements or technical specifications in a way that will allow competitive solution proposals to be made.

The sole source method may be used when there is one supply source and at least one of the following conditions is present:

- Technological compatibility with the current installed base.
- Demonstrated evidence of technical or economic advantage.

The sole source method may also be used when at least one of the following conditions is present:

- Recovery from a disaster.

- A law or grant requires a single source.
- Unique functionality.

The sole source method does not require the release of a solicitation document.

### **Technology Brokering and Leasing**

DIS is authorized to conduct technology brokering and leasing under RCW 43.105.052(2)(d). Agencies using this acquisition method submit an IT “order” to DIS, which then either conducts the procurement as a broker or uses an already-established Corporate Agreement to fulfill the “order.” Agencies that use this method must obtain necessary acquisition approvals but need not conduct their own competitive solicitations. DIS is responsible for conducting the acquisition according to applicable laws and policies. This service is available to state agencies and to local governments, if their contracting regulations allow and if they have executed a Customer Service Agreement with DIS.

### **Interagency Transfer**

Agencies must update their portfolios after participating in an interagency transfer of over \$100,000.

### **Sole Product Determination**

Agencies may specify a brand-name product available from multiple sources if the product requirements were determined through a documented process of research and discovery, and if one or more of the following conditions applies:

- The product uniquely satisfies an agency business need.
- Documented evidence shows that the product best satisfies an agency business need.
- The product makes up the majority of the agency’s installed base.
- A law or grant funding requires a specific product.
- The product assists in recovery from a disaster.
- The acquisition is less than \$10,000.

Upon determination that a brand-name product acquisition is justified by one or more of the above conditions, the agency may then acquire the product through any of the appropriate acquisition methods detailed above. Sole Product Determination does not relieve agencies from the competitive solicitation requirements.

### ***Resolution of Complaints and Protests***

#### **Complaints**

A complaint may be made before a vendor responds to a solicitation document if the vendor believes that the document unduly constrains competition or contains inadequate or improper criteria. The written complaint must be made to the issuing

agency before the due date of the solicitation response. The agency solicitation process may, however, continue.

The receiving agency must immediately forward a copy of the complaint to the policy and planning unit of DIS. The receiving agency must also reply to the vendor with a proposed solution and advise DIS of its reply. If the vendor rejects the agency's proposed solution, DIS may direct modification of solicitation requirements or the schedule, direct withdrawal of the solicitation, or may take other steps that it finds appropriate. The DIS decision is final; no further administrative appeal is available.

## **Protests**

### **Grounds For Protest**

Protests may be made after the agency conducting the acquisition has announced the apparently successful vendor and after the protesting vendor has had a debriefing conference with that agency. Protests may be made on only these grounds:

- Arithmetic errors were made in computing the score.
- The agency failed to follow procedures established in the solicitation document, the IT Investment Policy, the IT Investment Standards, or applicable state or federal laws or regulations.
- There was bias, discrimination, or conflict of interest on the part of an evaluator.

### **Protest Process**

Protests are always initially made to the agency conducting the acquisition. The protest letter must be signed by a person authorized to bind the vendor to a contractual relationship. The agency must receive the written protest within five business days after the debriefing conference and must, in turn, immediately notify DIS of receipt of the protest. It must also postpone further steps in the acquisition process until the protest has been resolved.

If DIS is the acquiring agency, written protest must be made to DIS within five business days after the debriefing conference. DIS must postpone further steps in the acquisition process until the protest has been resolved. DIS will conduct a review using the same procedure that other agencies use.

Individuals not involved in the protested acquisition will objectively review the written protest material submitted by the vendor and all other relevant facts known to the agency. The agency must deliver its written decision to the protesting vendor within five business days after receiving the protest, unless more time is needed. The protesting vendor will be notified if additional time is necessary.

If the protesting vendor is not satisfied with the agency's decision, it may appeal. Appeal is made to DIS unless DIS was the acquiring agency or the acquisition requires ISB

approval. Appeals in the latter two situations are made to the ISB. The ISB appeal process is discussed below, after discussion of the DIS appeal process.

Written notice of appeal to DIS must be received by DIS within five business days after the vendor receives notification of the agency's decision.

In conducting its review, DIS will consider all available relevant facts. DIS will resolve the appeal in one of the following ways:

- Find that the protest lacks merit and upholding the agency's action.
- Find only technical or harmless errors in the agency's acquisition process, determining the agency to be in substantial compliance, and rejecting the protest; or
- Find merit in the protest and provide options to the agency, including:
  - Correcting errors and reevaluating all proposals;
  - Reissuing the solicitation document; or
  - Making other findings and determining other courses of action as appropriate.

DIS will issue a written decision within five business days after receipt of the notice of appeal, unless more time is needed. The protesting vendor will be notified if additional time is necessary. DIS' determination is final; no further administrative appeal is available.

If a protest arises from a DIS acquisition, the vendor must follow the same protest procedure as that used with all other agencies. After DIS as the acquiring agency has delivered its written decision to the protesting vendor, the vendor may appeal to the Chair of the ISB if it is not satisfied with DIS' decision. Written notice of appeal must be received by the Chair of the ISB within five business days after the vendor received DIS' decision. The Chair will establish procedures to resolve the appeal. The resulting decision is final; no further administrative appeal is available.

If a protest arises from an acquisition that requires ISB approval, the vendor may appeal to the Chair of the ISB if it is not satisfied with the acquiring agency's decision. Written notice of appeal must be received by the Chair of the ISB within five business days after the vendor received notification of the acquiring agency's decision. The protesting vendor does not first appeal to DIS. The Chair of the ISB will establish procedures to resolve the appeal. The resulting decision is final; no further administrative appeal is available.

### **Form and Content**

A written protest must contain the facts and arguments upon which the protest is based and must be signed by a person authorized to bind the vendor to a contractual relationship. At a minimum, this must include:

- The name of the protesting vendor, its mailing address and phone number, and the name of the individual responsible for submission of the protest.

- Information about the acquisition and the acquisition method and name of the issuing agency.
- Specific and complete statement of the agency action(s) protested.
- Specific reference to the grounds for the protest.
- Description of the relief or corrective action requested.
  - A copy of the issuing agency's written decision on the protest, for appeals to the ISB or to DIS.

### ***Disposal***

Agencies should develop specific internal policies and procedures that address how disposal will occur within their organizations when IT resources are no longer required. The following requirements apply to disposal:

- Agencies may dispose of IT equipment with an estimated value of \$100,000 or less without review or approval of DIS/MOST.
- For IT equipment with an estimated value of more than \$100,000, contact DIS/MOST prior to disposal. Agencies will inform other agencies that the equipment is available.
- Agencies shall estimate the value of IT resources as the higher of the market value (when available) or depreciated value. To calculate depreciated value of the equipment use the straight-line method of depreciation and a useful life of no more than five years.
- Software will be disposed of in accordance with software license requirements, if appropriate.

### **Related Policies, Standards, and Guidelines**

#### [IT Investment Policy](#)

Acquisition of IT-related goods and services may also require approval from authorities other than the ISB or DIS.

Office of Financial Management (OFM) approval is required for investments in financial systems that account for revenues, expenditures, receipts, disbursements, resources, and obligations. RCW 43.88.160(1).

OFM approval is also required for the acceptance of credit cards and other forms of electronic payments and fund transfers. OFM Policy 40.10, <http://www.ofm.wa.gov/policy/40.10.htm>.

State Finance Committee approval is required for lease/purchase or financing arrangements over \$10,000. Agencies must comply with provisions of RCW 39.94 regarding financing contracts. <http://tre.wa.gov/Home/home.htm>

IT-related personal services acquisitions also fall under the procurement and filing requirements of RCW 39.29, "Personal Services Contracts." Agencies should conduct these acquisitions in accordance with the requirements of OFM Policy 15.20 and file the contracts in accordance with OFM Policy 15.30. <http://www.ofm.wa.gov/contracts.htm>

The Department of General Administration, Office of State Procurement, has authority over the acquisition of supplies for continuing operations. The ISB investment Policy applies to supplies only when they are included as part of an initial IT investment. <http://www.ga.wa.gov/vendor.htm>

### **Maintenance**

Technological advances and changes in the business requirements of agencies will necessitate periodic revisions to policies, standards, and guidelines. The Department of Information Services is responsible for routine maintenance of these to keep them current. Major policy changes will require the approval of the ISB.



## Appendix A - Requirements for IT Competitive Solicitations

This table lists what agencies must do to fulfill the requirements for IT competitive solicitations.

Estimated Acquisition Cost			
\$0 - \$9,999	\$10,000 - \$99,999	\$100,000 - \$249,999	\$250,000 - \$1 Million & Above
Direct buy permitted	<p>Advertise at agency discretion by placing notice in regional paper or on the Internet at <a href="http://techmall.dis.wa.gov/procurement/procure1.asp">http://techmall.dis.wa.gov/procurement/procure1.asp</a> and respond to all that request; or provide written or verbal requirements to a minimum of 3 qualified vendors.*</p> <ul style="list-style-type: none"> <li>• State requirements in writing or verbally</li> <li>• Inform bidder of protest procedure</li> <li>• Communicate changes in requirements to all bidders</li> <li>• Bidder responds in writing</li> <li>• Evaluate all proposals against requirements</li> <li>• Document evaluation process</li> <li>• Offer vendor debriefing</li> </ul> <p>* Agencies should contact their DIS Senior Technology Management Consultants to arrange to have acquisition notices placed on the Internet.</p>	<p>Advertise at agency discretion by placing notice in regional paper and on the Internet at <a href="http://techmall.dis.wa.gov/procurement/procure1.asp">http://techmall.dis.wa.gov/procurement/procure1.asp</a> and respond to all that request; or provide written requirements to a minimum of 5 qualified vendors.*</p> <ul style="list-style-type: none"> <li>• State requirements in writing</li> <li>• Provide protest procedures</li> <li>• Provide applicable Ts &amp; Cs</li> <li>• Provide changes to all bidders in writing</li> <li>• Bidder responds in writing</li> <li>• Evaluate all proposals against requirements</li> <li>• Document evaluation process</li> <li>• Offer vendor debriefing</li> </ul> <p>* Agencies should contact their DIS Senior Technology Management Consultants to arrange to have acquisition notices placed on the Internet.</p>	<p>Advertise by placing notice in regional paper and on the Internet at <a href="http://techmall.dis.wa.gov/procurement/procure1.asp">http://techmall.dis.wa.gov/procurement/procure1.asp</a> and provide written requirements to all that request.*</p> <ul style="list-style-type: none"> <li>• State requirements in writing</li> <li>• Provide protest procedures</li> <li>• Provide applicable Ts &amp; Cs</li> <li>• Provide changes to all bidders in writing</li> <li>• Bidder responds in writing</li> <li>• Evaluate all proposals against requirements</li> <li>• Document evaluation process</li> <li>• Offer vendor debriefing</li> </ul> <p>* Agencies should contact their DIS Senior Technology Management Consultants to arrange to have acquisition notices placed on the Internet.</p>

## Information Technology Investment Standards

Prepared by the Washington State Department of Information Services

### Appendix B – Investment Approval Request

This space For DIS/MOSTD use only:

Investment Approval Request  
For Information Technology Resources

Department of Information Services  
Management & Oversight of  
Strategic Technologies Division

360/902-2975  
MS: 42445

1	Agency:  Contact:	Division:  Phone No. and E-Mail:
2	Description of Resources:	Resource to be Acquired  Type of Resource: <input type="checkbox"/> Equipment <input type="checkbox"/> Software <input type="checkbox"/> Purchased Services <input type="checkbox"/> Personal Services Telecommunications: <input type="checkbox"/> Voice <input type="checkbox"/> Data <input type="checkbox"/> Video
3	Acquisition Method(s):  Check All That Apply	<input type="checkbox"/> Request for Quotation (RFQ) <input type="checkbox"/> Request for Quotation and Qualification (RFQQ) <input type="checkbox"/> DIS Technology Brokering <input type="checkbox"/> Private Sector Strategic Partnership <input type="checkbox"/> Sole Source  <input type="checkbox"/> Request for Proposal (RFP) <input type="checkbox"/> Master Contract <input type="checkbox"/> Inter-Agency Transfer <input type="checkbox"/> Interlocal Coop. Purchasing Agency #                      Contract #
4	Investment Cost (see definitions on back):	\$
	System Life Cycle Cost (see definitions on back):	\$
5	Agency Approval (Signature):	Date:
6	ISB/DIS Approval (Signature):	Date:
7	(FOR DIS USE ONLY) Comments:	

**INSTRUCTIONS****Investment Approval Request  
For Information Technology Resources**

Block 1	
Agency:	Use agency name.
Division:	Agency division designation for area where request originated. If request is for items in more than one division, indicate that it is a multi-divisional request.
Contact:	Name and title of person who could answer questions about the request.
Phone No. and E-Mail:	Phone number and e-mail address of contact person.
Block 2	
Description of Resources:	Provide a brief statement about what the agency wishes to acquire.
Type of Resources:	Check all appropriate box(es).
Telecommunications:	If telecommunications components are part of the acquisition request, check all appropriate box(es).
Block 3	
Acquisition Method(s):	Check the appropriate box.
Block 4	
Investment Cost:	The development and implementation costs required to make an IT resource/project fully operational. Investment cost includes all purchases, lease or finance costs, including all costs for hardware, software, networking and telecommunications equipment, installation, training, personal and purchased services, internal agency resources, and all applicable taxes.
System Life Cycle Cost:	The investment cost of the new resources <u>plus</u> projected costs for maintenance, on-going training, operations, and applicable taxes over the expected life of the acquired resource.
Block 5	
Agency Approval:	The agency's appointed designee for approving acquisitions of information technology resources should sign here.
Block 6	
ISB/DIS Approval:	Signature of appropriate ISB or DIS approval authority.
Block 7	
Comments:	May be used by DIS only.

**Appendix C – Severity and Risk Criteria and Oversight**

[IT Portfolio Management Standards](#)

**Appendix D – Model Contracts, Including Required Terms and Conditions**

[Instructions for Using Model Contracts](#)

[Model Contract for Equipment](#)

[Model Contract for Software](#)

[Model Contract for Purchased Services](#)

[Model Contract for Personal Services](#)

**Appendix E – Technology Management Consultant Assignments and Agencies’ Delegated Authority**

[http://www.dis.wa.gov/portfolio/html\\_files/consultantsanddelegatedauthority.htm](http://www.dis.wa.gov/portfolio/html_files/consultantsanddelegatedauthority.htm)